

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

OC-AMD Staff Notes 28 October - 1 November 1985

FROM:**EXTENSION****NO.**

C/OC-AMD

DATE

6 November 1985

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

AD/CO

7 NOV
1985

07 NOV 1985

ON

2.

~~A/DB/CO~~

3.

~~OC/EXA~~

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OC/OL/ISC

Archiving

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OC- 13 853-85-

06 NOV 1985

MEMORANDUM FOR: Acting Director of Communications

FROM:

[redacted]
Chief, Administrative Management Division, OC

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1. During the week, Panel N personnel strength remained at status quo. There were no gains or losses in Panel D personnel during the week. The Panel strength [redacted] which equates to 22 personnel understrength.

2. OSG activities included the processing of 10 TDY personnel, 1 retirement (MCG), and [redacted] OC is currently providing 15 Panel D, 2 Panel E, and 1 Panel N, CONUS-based personnel, for TDY support of the Foreign and Domestic Networks.

3. In researching the Panel D assignment process, we noted that a total of [redacted] were made during the four-month period 1 July through 31 October 1985. This figure was broken down to ascertain what percentage of personnel received an assignment to one of the up to eight specific posts of preference listed in block 14 of their CSA. We did not factor into these figures those assignments of preference where an overseas area was listed and not an individual post. The results of this survey indicated that:

a. [redacted] 53.9 percent, received an assignment of preference (one through eight).

b. [redacted] 47.6 percent, received one of their first three assignments of preference.

c. [redacted] 38.8 percent, received their first preference of assignment.

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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25X1 4. RES recruitment officer, [] attended the University of Washington Job Fair on 1 November along with representatives of the Engineering Division and the DD/CO.

25X1 5. The Placement Director of the ITT Technical School in
25X1 Evansville, Indiana sent a list of 100 possible ET candidates to RES. In response to this notification, Chief, RES [] and Office of Personnel (OP) Recruitment Officer, [] visited Evansville on 29 October. Although the Evansville area has a high unemployment rate, only 46 of the 100 applicants showed up for the OC presentation. The 54 that did not show up were unwilling to relocate. Of the 46, 28 failed Part I of the ET test. Eighteen took Part II of the test with ten passing. Nine applicants were given PHS packages.

6. RES has been tasked by OP to track resume responses to specific advertisements. A new data-base has been established to satisfy this voluminous tasking.

7. OC-AMD Security separated the security files in preparation for turning DNG security support over to the Olt Security Officer.

8. Developmental Training Branch (DTB) officers met with the OC component training officers on 28 October to brief them on what DTB was doing, exchange views, and involve the training officers in DTB planning and establishing requirements.

25X1 9. [] OTE Officer who will be Chief of DTB, is due to arrive 21 January 1986.

10. DTB is creating a training pamphlet which will show at a glance a list of the OTE developmental training courses and approximate grade level at which the employee would take the training.

25X1 11. The advanced session of the Projects Management Course was held 30-31 October. The reviews have been mixed.

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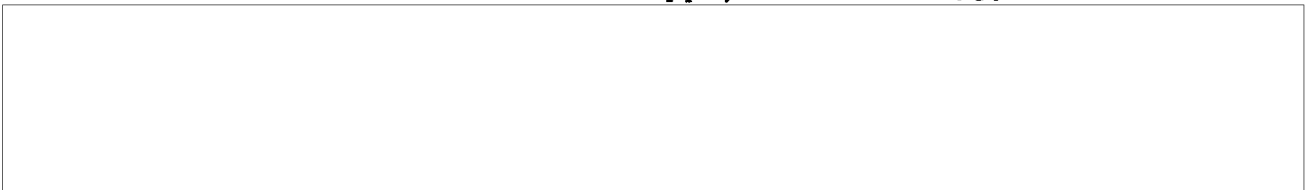
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13. Twenty Career Trainees (CTs), from the Directorate of Administration, attended the OC portion of the administrative training course at the Communications School 28-29 October 1985. The CTs received an overview of OC and were given a tour

14. A preliminary meeting was held to discuss the requirement for the upcoming Wang Alliance/ICT introductory course for new employees; 13, 14, and 15 November have been tentatively set aside to do a task analysis of the course prior to the actual lesson plan development.

15. A Student Sponsorship Program was established at the School on 25 October. New employees arriving at CS for telecommunications training will be sponsored by students already in the training program. The sponsorship program is primarily for the purpose of providing new arrivals with personal assistance during initial check-in procedures at CS; however, we are hopeful that it will also provide our new employees with an understanding of the idea of sponsorship as we apply it within OC.

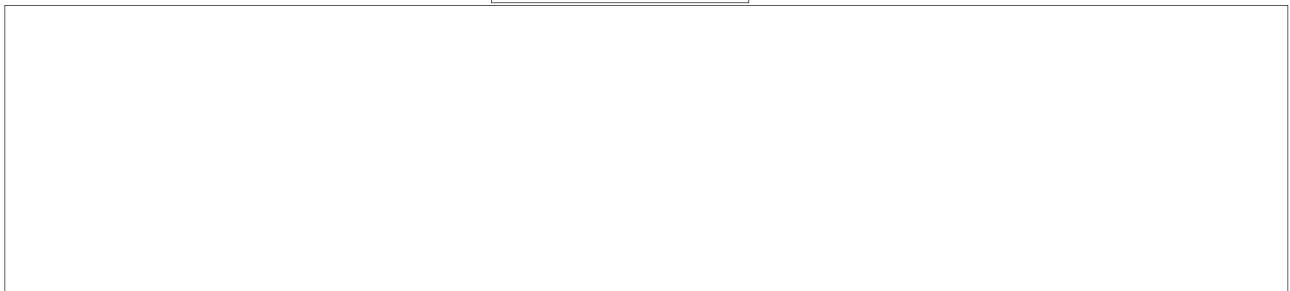
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17. The master tape of the Safehaven program was completed, reviewed, and accepted by Office of Medical Services.



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20. Effective COB 1 November, the only incumbent of the Printing and Photography Section, [REDACTED] transferred to the Media Center in order to obtain a full-time position. Until the new incumbent is in place, job orders can be accepted only on a highly selective basis. It is expected that by mid-November the Section will return to a full production status to provide a much needed service [REDACTED]

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